



**DATE:** 11/08/10

**TO:** BPA SUD NETWORK PROVIDERS

**FROM:** BPA PROVIDER NETWORK MANAGEMENT

**RE:** AUTHORIZATION LETTER DISTRIBUTION

Dear Providers,

As a result of recent hardware and software upgrades BPA is excited to announce that all authorizations (new and modified) will be distributed to you through our automated distribution process, which is email and ProviderConnect. You can expect to see this process take effect on **Monday November, 15, 2010**.

Prior to this notice, our automated distribution was limited to “new” authorizations only, which required that we manually distribute your “modified” authorizations by fax. Below we have outlined how to easily distinguish between the “new” and “modified” authorization letters.

**Notice of Service Authorization** will appear in the heading of letters to identify newly created authorizations.

**Modified Authorization** will appear in the heading of letters to identify authorizations that are being sent to you as a result of a change to the date span or number of units.

Please contact the Provider Network Management Department at 800-688-4013 or 947-4377 in the Treasure Valley if you have any questions about authorization letter delivery methods.

Thank you,

BPA Provider Network Management